

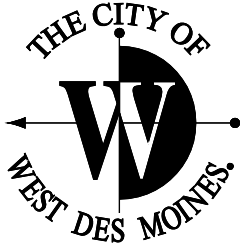
Development Application

PRELIMINARY PLAT



Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate "project submittal requirements"
can be found on the City's website: <http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan
Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town
Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Property legal description (attach separate sheet if lengthy): _____

Project Area: _____ acres (or) _____ sq. ft.

Project Description: _____

Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

OFFICE USE ONLY:

CONTACT INFORMATION

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

(Submit additional sheet(s) for multiple property owners.)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

DETAILED PROJECT INFORMATION

Provide the following information for Commercial, Industrial, Office, or Multi-Family Residential developments.
(*Add additional pages if necessary.*)

- Size of Original parcel to be divided: _____ acres
- Current land use: _____
- Total Number of Lots to be Created: _____
 - # of Lots for Single Family Residential Development: _____
 - # of Lots for Multi Family Residential Development: _____
 - # of Lots for Office Development: _____
 - # of Lots for Commercial Development: _____
 - # of Lots for Industrial Development: _____
 - # of Lots to be Dedicated for Public Use: _____
- Number of Outlots to be created: _____
- Purpose of Outlot: _____
- Minimum Lot Size: _____
- Average Lot Size: _____
- Range of Lot Sizes (smallest - biggest): _____
- Minimum Lot Frontage (measured at building set back line): _____
- Reason for this proposed division of land (i.e., pending development, ownership transfer): _____

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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can be found on the City's website: <http://www.wdm-ia.com>

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

Impervious Area: sq. ft.

Open Space:	<u>Required</u>		<u>Provided</u>	
	% Total Area	sq. ft.	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Ares	sq. ft.
Total:	%	sq. ft.	%	sq. ft.

Landscaping:

Buffers	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Open Space	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Streetscape	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Parking:	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	():	General Parking:
	():	Handicap:
	Total:	Total:

Area:

Building:

Footprint Area: sq. ft. Total Area: sq. ft. Height: ft. stories

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent

(Use only if the applicant is different from Property Owner.)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part C: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project.

I understand that the traffic study is **estimated** to cost \$_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$_____ (at least ½ of the estimated cost)

Signature of Applicant

Date

Printed Name: _____

EIN (Employer Identification Number) _____

(This must be provided prior to initiation of the study)

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

Signature of Notary Public; _____

My commission expires on the _____ day of _____, 20____.

Billing information:

Name: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Legal Documents

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

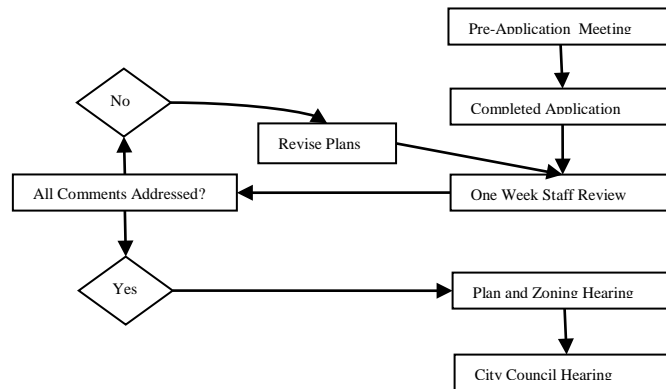
Grantor (legal entity): _____

Signatory (Person Signing Document): _____

Title of Person Signing Document: _____

City Of West Des Moines Submittal Requirements

PRELIMINARY PLAT



Application Fee - full fee is due at time of submittal

- ☐ \$140.00 + \$5.50/lot

Traffic Fee – base fee is due at time of submittal

- ☐ Signature from Applicant/Owner requesting City initiation of traffic study and agreement to pay fees
- ☐ \$100.00 base fee
- ☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

Master Plan

- ☐ If the parcel of land being submitted for subdivision is contained within a larger tract held by the same owner/applicant in which further subdivision is possible, or when the tract of land submitted for subdivision has vacant and/or developable land adjoining, a Master Plan study may be required. This Master Plan study is done to ensure that an analysis and consideration has been made to coordinate off-site and on-site development factors and elements. The Master Plan should illustrate how the aforementioned properties can logically be developed in accordance to normal practices of design regarding layout of streets and lots and the extension of infrastructure.

Reviewing Bodies

- City Staff
- Plan & Zoning Commission
- City Council

Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.

A. Your submittal must include the following:

1. ☐ A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. ☐ Completed application form.
3. ☐ One (1) 8½"x11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted.
4. ☐ Two (2) copies of the Master Plan, if required as noted above.
5. ☐ Two (2) copies of the Master Storm Water Management Plan.
6. ☐ Eight (8) copies of the Preliminary Plat (24"x36", **folded**).
7. ☐ Two (2) reduced copies of the Preliminary Plat (8½"x11").
8. ☐ One (1) PDF copy of the Preliminary Plat
9. ☐ Other information deemed necessary by the Director of Community Development for the review of the

proposed project.

B. Your Preliminary Plat shall include at least the following:

1. ☐ Legible scale: maximum scale of 1"=100 feet.
2. ☐ Whenever more than one sheet is used to accurately portray the lands subdivided, each sheet shall display both the number of the sheet and the total number of sheets included in the plat, as well as clearly labeled match lines indicating where other sheets adjoin. An index sheet shall be provided to show the relationship between the sheets.
3. ☐ Dimensions shown in feet to the nearest one-hundredth of a foot.
4. ☐ Subdivision name in bold letters inside the margin at the top of each sheet included in the plat.
5. ☐ Legal description including total area of the property.
6. ☐ Date, compass point, legend of symbols, scale (written and graphic).
7. ☐ Vicinity map that accurately represents the area including recent developments.
8. ☐ Address(es), if assigned.
9. ☐ Name, address and contact information of owner(s) of subject property.
10. ☐ Name, address and contact information of applicant.
11. ☐ Name, address and contact information of individual or firm preparing the plat.
12. ☐ Notation of existing Comprehensive Plan land use designation and requested proposed land use.
13. ☐ Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning.
14. ☐ Notation of adjoining subdivision(s) name and landowner information and abutting property lines which intersect with the plat.
15. ☐ Notation of adjoining undeveloped land as such including landowner information.
16. ☐ Identification of areas to be dedicated for public use (such as schools, parks, trails, sidewalks, streets, etc.).
17. ☐ Subdivision boundaries labeled and indicated by a heavy line and including dimensions and bearings.
18. ☐ All developable lots consecutively numbered; lots to be dedicated to the City identified with a letter designation, and any outlots labeled as such and their future intent noted.
19. ☐ Total square footage of each lot and all sides dimensioned.
20. ☐ All interior excepted parcels clearly indicated and labeled as "Not Part of This Plat".
21. ☐ Identification of proposed phasing of construction or future final platting.
22. ☐ Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
23. ☐ Existing topography and site features of adjacent properties for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
24. ☐ Identification of existing and proposed drainage-ways, detention areas, and applicable engineer's calculations.
25. ☐ Typical cross section detail for swales and major drainage ways.
26. ☐ Identification of any structures (i.e. retaining walls) necessary to achieve the stated grades. Provide engineering specifications and calculations.
27. ☐ Typical cross-section of right-of-way for any grading within the right-of-way.
28. ☐ Identification of staging area for construction activities and soil stockpiling.
29. ☐ Location of proposed access drives to be utilized during construction and materials used to construct such drive.
30. ☐ Identification of measures to keep mud and rock off of public streets during grading activities. Name and contact information of individual responsible for ensuring mud and rock are cleaned off of public streets on a daily basis.
31. ☐ Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
32. ☐ Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures.
33. ☐ Location, footprint, size, and use of all existing buildings and structures.
34. ☐ Notation of all setback lines and dimensions in respect to the zoning classification (including PUDs).
35. ☐ Identification of proposed utility services such as source of water supply, provision for sewage disposal, storm sewers, etc.
36. ☐ Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private.
37. ☐ Existing and proposed easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or

- private.
38. ☐ Notation of the book and page number of all existing easements.
 39. ☐ Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
 40. ☐ Detail of all intersecting corners of street and access drives including label with the appropriate radius in accordance with current West Des Moines design standards.
 41. ☐ Location of all existing street lights.
 42. ☐ Location of all existing trees. Indicate those trees to be preserved and include illustration and details of preservation methods to be used.
 43. ☐ Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable.
 44. ☐ Notation of minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the surveyor shall include a statement which documents such.
 45. ☐ Prior to any grading or site work, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted to either the Chief Building Official (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602).
 46. ☐ If an authorized NPDES permit already provides coverage for the development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms that the coverage includes the proposed project shall be submitted to either the Chief Building Official (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602). The specific person and firm name responsible for erosion control issues shall also be provided, including their contact number.
 47. ☐ A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
 48. ☐ Buffer locations, easements widths, and proposed plantings and/or other screening measures, if required.
 49. ☐ Notation of two (2) City of West Des Moines bench marks.
 50. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes.

For Residential Plans:

1. ☐ In order to determine if accessibility provisions apply, provide description regarding whether the town home units are slab on grade, one story with basement, two story, or similar.
2. ☐ Confirm that the lots with designated detention easements and overland flowage easements will still have at least 20' of usable rear yard behind the residence, which is not part of the easement and will not be rendered unusable during seasons when the detention and flowage is being utilized. The 20' shall be measured from any deck, seasonal porch, or similar, to the easement.
3. ☐ On the residential lots, the setback for attached garages shall be a minimum of 20 feet, which will allow for a vehicle to be parked in front of the garage without encroaching on the sidewalk or public right-of-way. This issue shall be addressed on the final plat and/or specific plan with an additional setback line, or individual site layouts for each lot that clearly show garage location.
4. ☐ Private sanitary sewer lift stations(s) shall require a DNR permit; an approved copy shall be provided to the City. Lift stations shall be designed by a professional engineer; and be designed, constructed, operated and maintained in accordance with the DNR Design Standards and permit requirements. Upon completion of the installation, the professional engineer of record will be required to provide certification to the City (submit to planning case advisor's attention) that the lift station was constructed in accordance with the DNR approved construction plans. Said confirmation shall be submitted before the approval and release of a final plat of any parcel utilizing said lift station.
5. ☐ Indicate whether apartments or condos for medium and high density residential plans.
6. ☐ Total number and type of proposed dwelling units.
7. ☐ Provide a detail confirming that all foundations supporting wood shall extend at least 6 inches above adjacent grade and the clearance between any siding material and the sod shall be a minimum of 6 inches.
8. ☐ Provide a detail confirming that the grade immediately adjacent to the foundation shall be sloped away from the building no less than 1 unit vertical to 12 units horizontal for a minimum of 6 feet measured perpendicular to the foundation.
9. ☐ Lots with overland flowage easements located in the side yard (parallel to the side yard property line) shall also have an elevation established at mid-point between the front and rear property lines, and there shall be a corresponding minimum protected opening elevation for the structure.

C. Standard Notes to be included on the cover sheet, site layout sheet, or utility sheet

1. ☐ "All water work, public or private, shall be done in accordance with West Des Moines Water Works Standard Specifications."
2. ☐ "Contractor shall notify West Des Moines Water Works at least one week prior to building construction."
3. ☐ "The General Contractor shall be responsible for the coordination of work of all subcontractor(s) involved in the project."
4. ☐ "Contact Building Inspection (515-222-3630) a minimum of 24 hours in advance for private utility installation inspections."
5. ☐ "The General Contractor shall be responsible for compliance with the West Des Moines Water Works and the City's Cross Connection Control/Containment Provision" (*Utility Sheet Only*)
6. ☐ "The General Contractor shall be responsible for the proper installation of an approved Backflow Prevention Assembly(ies) for containment in all new construction. Backflow prevention to be installed per City Ordinance 1297, 54-1998. Contractor shall notify West Des Moines Water Works, Ralph Renteria, Engineering Technician (515-222-3465) a minimum of 24 hours after installation and testing of all backflow devices to schedule final inspection." (*Utility Sheet Only*)
7. ☐ Designated buffers shall be labeled as a "NO BUILD AREA".

D. Fire Department

1. ☐ General guideline: If a car can access the area, the fire truck must be able to access the car. All areas designed for vehicular traffic will need to be accessed by the ladder truck.
2. ☐ Turns are made using the outside turning radius for the complete truck. On average the turning lines are held way from the curbing a minimum of three (3) feet.
3. ☐ The center line of the truck template is not used past the center of the street. This type of turn is an extreme movement.
4. ☐ Rolled curbs are not acceptable as being able to mount inside the turning radius.
5. ☐ Generally, two remote accesses will be required for a site for safety access at all times, including during construction.
6. ☐ Fire lanes must be a minimum of 20 feet total clearance.
7. ☐ All canopies must have minimum 14 foot clearance or contain signage indicating clearance.
8. ☐ One (1) fire hydrant must be within 100' of the fire department connection (sprinklers) in addition to municipal hydrants located on public streets. Others must meet Appendix C of the International Fire Code (2003) for number and distribution around the building site.
9. ☐ Fire department sprinkler connection shall be placed on a readily accessible side to the building with a drive aisle running alongside it. Strobe lighting will also need to be installed above the connection tied to the fire alarm. A minimum clearance of 5 feet must be maintained around the fire department connection.
10. ☐ Landscaping provided within the 5 foot clear zone must be of a ground cover variety and not grow more than 15 inches in height.

E. Water Works (to be shown on Utility Sheet)

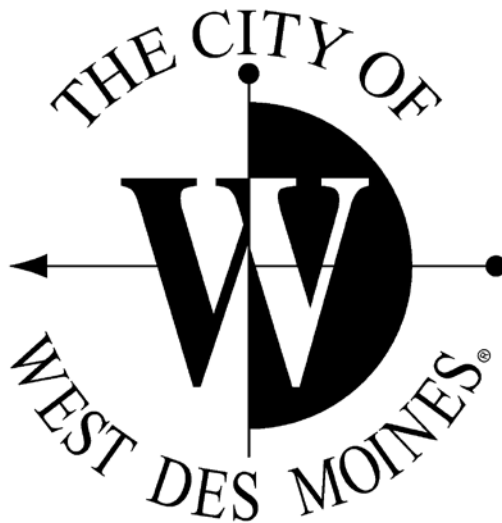
1. ☐ Provide a quantities list of water main and appurtenances.
2. ☐ Final plans must be signed by a civil engineer registered in Iowa (4 sets)
3. ☐ Minimum water main size shall be 8-inch. Larger size may be required.
4. ☐ Water mains are to be located on the South or West sides of streets.
5. ☐ Water mains are to be located no closer than 4 feet to the street curb line.
6. ☐ Show existing water mains and appurtenances.
7. ☐ A fire hydrant is required at every street intersection. Fire hydrants are to be installed at the entrance and end of cul-de-sacs.
8. ☐ Intermediate fire hydrants provided at 450 feet maximum spacing. On cul-de-sacs greater than 500 feet, equally spaced intermediate fire hydrants are to be installed.
9. ☐ Fire hydrants are placed at high points or low points whenever possible.
10. ☐ Fire hydrants are to be located on the projections of property lines.
11. ☐ Valves are to be located at intersections (allowing one unvalved pipe).
12. ☐ Valves are to be equally spaced between intersections at not more than 800 feet apart.
13. ☐ Valves are to avoid being located in sidewalks and probable driveway locations.

- 14. ☐ Fire lines and domestic service lines shall have separate shut offs 5 feet outside of the building. The domestic service line can be tapped into the fire service line and shall have a shut-off adjacent to the fire service line shut-off.
- 15. ☐ A blow-off hydrant shall be installed on all temporary dead ends.
- 16. ☐ For building construction submit water usage requirements for proper sizing of the water meter.
- 17. ☐ Service lines shall have a curb valve (shut-off) 6 feet from the property line in the right-of-way and shall not be in the sidewalk.
- 18. ☐ Show water service lines into the building.
- 19. ☐ Dead ends are to be eliminated whenever possible.

Additional copies of the development application and "project submittal requirements"
can be found on the City's website: <http://www.wdm.iowa.gov>

MASTER STORM WATER **MANAGEMENT PLAN**

(Area Development Plans, Preliminary Plats, &
New PUD Proposals)



Public Works Department
4200 Mills Civic Parkway
West Des Moines, IA 50265-0320
515-222-36480 (phone)
515-273-0603 (fax)
www.wdm.iowa.gov

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City Of West Des Moines
MASTER STORM WATER MANAGEMENT PLAN REQUIREMENTS

Required with the submittal of:

- Area Development Plans within the Town Center Overlay District;
- Preliminary Plats; and,
- New Planned Unit Development proposals.

The following are guidelines intended to assist the Design Engineer in the development of a Master Storm Water Management Plan (MSWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the MSWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The MSWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Master Storm Water Management Plan is to demonstrate **conceptually** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. In general, the master storm water management plan should define what storm water management practices are proposed and where key management facilities will be located. The MSWMP should provide the framework for the management of storm water for all future development projects within the area identified in the Area Development Plan (ADP), Subdivision Plat, or Planned Unit Development (PUD). If the MSWMP is appropriately designed, future development proposals within the Subdivision Plat, ADP area or the PUD will only need to provide the calculations necessary to illustrate compliance to the master management plan. Although detailed calculations do not necessarily need to be included in the MSWMP, the design engineer may need to perform calculations to assure feasibility of the proposed management methods. The engineer should be prepared to provide these calculations upon request of staff.

Your Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

A. Cover Sheet which includes:

1. ☐ Name of project.
2. ☐ Identification of the enclosed documentation as 'Storm Water Management Plan'.
3. ☐ Date.
4. ☐ Space for insertion of project number once assigned by the City.
5. ☐ Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan.
6. ☐ Engineer's Professional Certification (final copy signed in contrasting ink).

B. Table of Contents

C. Project Description Page which includes:

1. ☐ A description of existing site conditions.
2. ☐ A description of existing site drainage patterns.
3. ☐ Description and details of the proposed development.
4. ☐ Description and explanation of storm water analysis utilized (computer generated hydrographs, etc.).
5. ☐ A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc.) contained within the WDM design standards are being accommodated and met.

D. Existing Drainage Contour Map which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc., and any other relevant on-site or off-site information.

E. Proposed Drainage Contour Map which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc.), detention areas, post development drainage patterns, and any other relevant on-site or off-site information.

F. Project Summary identifying:

1. ☐ Method(s) of proposed storm water management.
2. ☐ Key design conclusions.
3. ☐ Discussion of how the proposed management methods comply with current WDM design standards.
4. ☐ Post development storm water impacts to adjacent private properties.
5. ☐ Mitigation measures for any potential impacts.

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.

TRAFFIC ANALYSIS FEES
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
(2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
(3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
(4) Includes Permitted Conditional Use Reviews